



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

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TO: Each Supervisor

FROM: *for* Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **AMENDMENT TO TWO EXISTING INFORMATION TECHNOLOGY
SUPPORT SERVICES MASTER AGREEMENT WORK ORDERS**

This is to advise you of the Department of Public Health's (DPH) intent to request the Internal Services Department (ISD) to amend the Information Technology Support Service Master Agreement (ITSSMA) Work Orders with Solitsys Technologies.

In 2010, DPH released a RFP for an Environmental Health Permit and Inspection Management System (EHPIMS) to replace the current Environmental Health Management Information System (EHMIS). Although a vendor was initially selected, the EHPIMS negotiation team was unable to negotiate a satisfactory contract, and the negotiations were terminated in February 2011. On June 7, 2011, the attached letter was sent to your Board to notify you of the intent to extend work orders for one Project Manager and one Business Analyst for fiscal year (FY) 2011-12 to assist DPH Environmental Health in the following: completing revisions to the original Request for Proposals (RFP), finalizing proposal evaluation worksheets, participating in the evaluation of proposals, participating in selected vendor negotiations, and finalizing the vendor agreement. On September 2, 2011, DPH released a revised RFP, and received proposals from three vendors.

The requested amendment will allow one Project Manager and one Business Analyst to continue to support the EHPIMS team with outstanding RFP solicitation tasks: vendor selection, contract negotiations, and finalization of the agreement with the selected vendor. The Project Manager will also continue to collaborate with analysts from the related countywide Permit and Land Management System (PALMS) effort to ensure that proper interface requirements are documented.

JUSTIFICATION

This amendment to the subject Work Orders will provide continued access to a Business Analyst and a Project Manager who possess knowledge and experience with DPH/EH, including extensive familiarity of DPH's programs and business processes, the EHPIMS RFP solicitation process, final vendor agreement negotiation, and agreement finalization.

Failure to continue these services will hamper efforts to identify a suitable replacement system to support DPH/EH's activities and will further impede the delivery of efficient and effective services to agency

partners and the general public. More specifically, failure to continue these efforts could lead to the critical failure of aging data management systems for DPH and Treasurer Tax Collector.

The need to extend the Work Orders is in part due to a delay in the project timeline associated with new County RFP evaluation requirements. DPH/EH is scheduled to complete vendor selection and contract negotiations by June 30, 2012. However, due to the complexity of the system and possible unforeseen circumstances, the negotiation process could extend beyond this date. To ensure sufficient time to complete the negotiation process, DPH is requesting to extend the term of these Work Orders through September 30, 2012.

The consultants' hourly rates will remain the same through the extended terms of the Work Orders. Sufficient funds for these work orders are available in DPH's operating budget.

VENDOR	WORK ORDER No.	Work Order Current Maximum Amount	Proposed Increase	Work Order New Maximum Amount
Solitsys Technologies	7G-1327	\$745,000	\$34,800	\$779,800
Solitsys Technologies	7E-1116	\$772,000	\$130,150	\$902,150
TOTAL		\$1,517,000	\$164,950	\$1,681,950

Consistent with ITSSMA policies and procedures, I am informing your Board of my intention to extend the term of these Work Orders and increase the maximum dollar amount for a final time. DPH will not request any additional extensions or increase in dollar amounts for either of the two Work Orders (7G-1327 and 7E-1116). If no objection is received from your Board in ten business days from the date of this Board notification, we will request ISD to proceed with the extension.


If you have any questions or would like additional information, please let me know.

JEF:jrc

Attachment

c: Chief Executive Officer
Executive Officer, Board of Supervisors
County Counsel
Chief Information Officer
Director, Internal Services Department

REVIEWED BY:


Richard Sanchez
Chief Information Officer

2-3-12
Date